Work Group: Applications Subcommittee

Date	11/29/2006	Time	1:30 – 3:00 P.M.
Facilitator	Miko Pattie	Scribe	Miko Pattie
Location	#314 - Plaza Tower	Call-In #	

Agency / Attendees / Role

AIKCU	Steve Dooley	Subcommittee Member
ConnectKY	Heather Gate	Subcommittee Member
CPE	Miko Pattie	Subcommittee Chair
EPSB	Valerie Armstrong	Subcommittee Member
JCPS	Bo Lowrey	Subcommittee Member
KCTCS	Sandy Cook	Subcommittee Member
KCTCS	Alicia Crouch	Subcommittee Member
KSU	Terry Magel	Subcommittee Member
UK	Carol Diedrichs	Subcommittee Member
UK	Rex Stidham	Subcommittee Member
Workforce	Joe Morgan	Subcommittee Member

Agenda/Decisions

Item:	Approach for Applications Survey	Decision(s)
1	We discussed the survey instrument proposed by Liz. The group decided to take a 2-step approach: First, to gather all applications that are currently used and are needed; Second, to ask for prioritization for those needed. Using this approach will enable us to gather more comprehensive data on baseline applications and provide us a bigger universe of needed applications for our work. It will also give us more input into our prioritization process.	

Item:	Applications Survey Content	Decision(s)
2	The group then crafted the content of the survey. It would include: Purpose, Organization, and Deadline. There will be categories of applications for both current and future usage. It would also inform the responders that we will come back to them for prioritization.	Draft to be discussed and finalized via our listserv

Item:	Timeline for Applications Survey	Decision(s)
3	The group decided that we need to have this data gathered right after the X'mas holidays before our Jan. 10 meeting. Timelines are as follows: Dec. 6 – Survey out to be distributed Jan. 3 – Survey submission deadline Jan. 10 – Group meeting to analyze data	

Item:	Applications Survey Process	Decision(s)
4	1. Miko is to send the draft to the list for discussion and finalization. 2. Charles volunteered to collect this data for the group to do analysis. He will set up a template for us to collect data and send to him for the final compilation.	

Item:	Meetings	Decision(s)
5	There will be no meetings for December as we would be focusing on this survey and the holiday season would be difficult to get together.	

Next Meeting	Agenda Items Suggested and/or Moved Forward
1/10/07	**Items:**
1. Questionnaire Results 2. Next Step: Applications Prioritization Survey 3. Subcommittee Business process	

KPID = Key Point(s) Influencing Decision *(e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.)* will be noted as and if they apply to individual decisions.